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## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 070

**Job Vacancy**

June 22, 2004

**OPEN TO:** All Interested Candidates

**POSITION:** **SHIPMENT CLERK (A60015)**

**CLOSING DATE:** **Monday, July 12, 2004**

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/MOH/OR - LCP/FSN-6  
EFM/NOR - FP Scale = FP-8

**If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.**

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

**"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".**

### **TO APPLY**

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

**Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".**

## **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

## **PROFILE OF THE POSITION**

The U.S. Embassy in Bogota is seeking an individual for the position of Shipment Clerk position in the Narcotics Affairs Section (NAS).

## **BASIC FUNCTION OF POSITION**

Expedites the customs clearance and other host government approvals of incoming and outgoing shipments of the aviation parts, field uniforms, ammunition, commodities, U.S. Government (USG) equipment and supplies. Responsible for the preparation shipping documents and maintaining the automated records for direct imports and exports for the NAS projects.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Arranges for and facilitates incoming and outgoing shipments and customs clearance of USG property. Solicits bids for the shipment, packing, storage, local transfer, etc. of USG property purchased by NAS.

Takes necessary actions to process the imports and exports for the NAS projects. Receives and prepares shipping documents, correspondence and other documents which provide information on incoming or outgoing shipments; reviews shipments, packing, and local transfer company bills and complaints and makes recommendations on resolutions to supervisor. Responsible for returning merchandise and reparable items to vendors, prepares documentation required and maintains an updated computerized system for reparable activity for delivered and received items, including new, exchange, and condemned items. Prepares and types a wide variety of documents, letters, memoranda, and other paperwork related to incoming and outgoing shipments. Drafts and types general correspondence and reports, files shipping and customs clearance documents. Keeps records, files and performs miscellaneous clerical work as necessary. Drives an official USG vehicle to offices and customs areas in connection with obtaining customs clearances for incoming and outgoing shipments. Collects items from various international flights and other receiving points.

Meets incoming personnel and accompanies outgoing personnel at the airport to facilitate and expedite customs clearances of aviation parts and commodities received.

## **MINIMUM QUALIFICATIONS**

**NOTE: Candidates who do not meet these minimum qualifications will not be considered.**

- a. Education: Completion of secondary school is required; some collegiate education is desirable (University or technical).
- b. Prior Work Experience: Two years of progressively responsible experience in Customs and logistic procedures or a closely related field is required.
- c. Post Entry Training: Dangerous Goods Regulations training is required.

- d. Language Proficiency: Level II English: Limited knowledge of English language is required  
Level IV Spanish: Fluent in the written and spoken Spanish language is required.
- e. Knowledge: Knowledge of the Colombian and US customs regulations, procedures, and preparation of documentation for shipments, and customs exemptions.
- f. Skills and Abilities: Must be tactful, yet effective, in dealings with host country customs and other COG officials. Must possess a valid local driver's license appropriate to vehicle(s) driven.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

### **DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR  
EMBASSY RECEPTIONIST BY: 07/12/04**

DISTRIBUTION: "BB"  
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